

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
October 15, 2003

Members Present: Judith Crider, Chair
David Berry
Hamilton Lee Durning
R. Jerry Hargitt
Camille Schmidt
Linda Tardie
Nancy Walker

Others Present: Shelley Grebles, Staff Development/
Technology Learning Coordinator
Rita Hamilton, Library Director
Becky Henry, Senior Coordinator (Arabian Library)
Sharyn Pennington, Library Operations Coordinator
Bill Pillow, Public Services Manager
Debbie Tang, Library Manager, Special Projects/Facilities
Mary Warner, Administrative Secretary
Mary Wilber, Librarian (Mustang Library)

Call to Order

Mrs. Crider called the meeting to order at 3:30 p.m.

Approval of Minutes

Mrs. Crider asked for a motion to approve the minutes of the September 17, 2003 meeting. Mr. Berry so moved; Mr. Durning seconded, and the motion carried 6-0.

Library Staff Reports of Current Events (A.R.S. 38/431.02 (K))

Monthly Statistical Report – Sharyn Pennington

	September <u>2002</u>	September <u>2003</u>	<u>% Change</u>
Library Collection		776,121	
Items Circulated	168,164	173,323	+3.1%
Attendance	138,926	117,227	-15.62%
Volunteer Hours		2,236	

Special Revenue Account Report – Sharyn Pennington

The Gift & Memorial Trust Account received \$220 for the month; expenses were \$8,875.06. In the Library Book Sale Special Revenue Account, September income from sales was \$10,248.80 and expenditures were \$28,726.94.

Library Director's Report – Rita Hamilton

Ms. Hamilton reported that Bill Exham, General Manager of Community Services Department (which includes the Library system), has announced his retirement. She said that after more than 20 years of service to the City of Scottsdale and representing the library system so well, Mr. Exham will be leaving on December 13.

Mr. Hargitt entered the meeting at this time (3:40 p.m.).

Ms. Hamilton reported that the City has begun the budget planning process for 2004/05. Because the budget will be tight and expenses are increasing, the library will focus mainly on staff training, new equipment and website development.

Ms. Hamilton announced that the Teen Center design kick-off will be November 5 with the architect, Wendell Burnette. She reported that six grants for Teen Center funding have been submitted, and four or five more are being prepared for submission. She said that the Friends of the Library Board continues to solicit funding from library-friendly groups. The Friends Board is planning to conduct focus groups to determine the feasibility and success of a capital campaign, with the kick-off at the February 20, 2004 *Authors & Appetizers Among Friends* annual fundraising event. The Friends Board is also planning a Spirit of Literacy Award Breakfast in November to honor one individual and one past corporate sponsor for supporting the library. The Friends are also partnering with Barnes & Noble at 90th Street and Shea for a bookfair on November 7, 8 and 9. B&N will donate 15% of most sales from that weekend to the Teen Center if our preprinted coupon is presented at the time of sale.

Ms. Hamilton reported that the Library has received grants from:

- Wells Fargo - computer classes for seniors
- Two LSTA grants (Library Services & Technology Act):
 - Web Wizards – to teach teens to design web pages and design our teen website
 - Ready-To-Learn grant – will be training our Youth Services staff in early childhood development

Ms. Hamilton reported that Scottsdale Healthcare Auxiliary is donating their historical scrapbooks to the library. We will receive them in a short ceremony in the Southwest Room on the mezzanine level of Civic Center Library.

Ms. Hamilton answered questions from Board members on the grants and Ready-To-Learn program. Mr. Durning extended congratulations on the success of receiving the grants.

Customer Feedback “How’d We Do?” Report – Rita Hamilton

Ms. Schmidt and Ms. Walker shared concerns over the length of borrowing time on DVDs as reflected in customer feedback. Ms. Hamilton said the library will continue to monitor feedback for another six weeks.

Library Service Highlight – Business Services – Becky Henry

Ms. Hamilton introduced Becky Henry who gave Board members an overview of the services the library system provides to the local business community. By computer display, she showed the Board the library website information databases that are available to anyone who has a Scottsdale library card, and described the features of some of the more popular sites.

Library Service Highlight – Portable Computer Lab –Shelley Grebles

Ms. Hamilton introduced Shelley Grebles who gave Board members a hands-on demonstration of the wireless computer lab setup that the Board approved during the last fiscal year. The lab rotates between Arabian and Mustang Libraries and makes the following classes possible: Introduction to the Mouse; Cool Tools, Cool Tools for Youth, Basic e-Mail, Introduction to Word, and Worldwide Web. Shelley introduced Mary Wilber, who uses the lab to teach computer classes at Mustang. Shelley and Mary described the classes and answered questions from the Board members.

Items Requiring Board Action

Expenditures

Oct 2003	National Children’s Book Week	\$	1,000
	Book Buddies—Michael Lacapa (author)	\$	3,750
	Teen Advisory Board/Book Discussion Group	\$	400
	Teen Read Week	\$	750
	Holiday Decorations	\$	450
	Celebration of African/American Authors	\$	3,000

October Total \$ 9,350

After discussion of the Book Buddies program and the Scottsdale schools it serves, and a review of the remaining expenditures, Mr. Hargitt moved to approve the October 2003 expenditures. Mrs. Crider seconded and the motion carried 7-0.

Informational Items

Announcements/Issues for Future Discussion

Mrs. Crider asked Linda Tardie and Jerry Hargitt to serve on the Nominating Committee and assemble a slate of officers for nomination for 2003/04. Mrs. Tardie and Mr. Hargitt agreed to serve and will present their slate at the November board meeting.

Adjournment

There being no further business, Mrs. Crider called for a motion to adjourn. Mr. Berry so moved, Mrs. Schmidt seconded, and the October Library Advisory Board meeting was adjourned at 4:35 p.m.

Mary Warner, Administrative Secretary